



Employee Certification of Appeal Rights for Required Occupancy

Instructions: When signed, this form indicates that an employee has been notified of his/her right to appeal required occupancy as a tenant in Government furnished quarters. The Project Leader/supervisor must require the employee to sign the form each time he/she is initially required to reside as a tenant in Government furnished quarters.

Send the original form to your Regional Quarters Officer with any other necessary documentation. The employee and the supervisor must each keep copies.

Employee-Tenant's Name:

Quarters Location:

Occupancy Date

The tenant identified above was furnished information about his/her right to appeal a required occupancy determination on _____.

The tenant received notice of his/her right to appeal rental rates or the adjustment of rental rates for Government furnished quarters in his/her copy of the form DI 1881, Quarters Assignment Agreement, that is certified by and provided to each tenant/occupant, or in the DI 1882, Notice of Rental Adjustment, respectively.

The tenant's signature acknowledges that he/she received the information from the supervisor or his/her designee.

Date: _____

Tenant's Signature